



FIRST THINGS FIRST

The right system for bright futures

Arizona Early Childhood Development and Health Board
Regional Partnership Councils
Job Description

First Things First is accepting applications for the Regional Partnership Councils(RPC) that have been established throughout the state. The Board will appoint members for the RPCs by April 1, 2008.

Regional Partnership Council Members provide local leadership, governance and vision for the development and implementation of programs, services and collaborations to ensure every child birth through age five is safe, healthy and ready to enter kindergarten prepared to learn. The ideal candidate for RPC membership will possess:

- a passion for ensuring every child has every opportunity possible to succeed,
- the commitment to excellence in creating healthy, safe and developmentally appropriate environments for young children,
- a belief in the strength of parents, and
- a belief in the value of community collaboration.

Contact Person: Assistant Director, Regional Councils

Purpose:

A member of the RPC is an integral part of the leadership team, providing direction, vision and achievement of the goals of the First Things First programs and services within their region. Regional Partnership Council members are responsible for conducting the duties as defined under the law (A.R.S. 8-13-1161) and making recommendations and implementing a successful system to improve early childhood development and health within their region under the guidance and oversight of the Board. Key responsibilities are local governance and promoting the mission of First Things First.

Requirements:

1. Applicants must work or reside in the region.
2. Applicants must provide three suitable references for contact.
3. Applicants must be willing to serve a four year term on the council. (Initial terms may be 2 years.)
4. Applicants must be able to commit to at least six to eight hours of work per month, year round including two to three hours of preparation and meeting time per RPC meeting. Additional time may be needed for committee meetings as determined by the RPC.

Applicant Experience and Ability:

1. Demonstrated ability to work well with others in a diverse setting.
2. Demonstrated ability to work for consensus and to collaborate.
3. Willingness to commit the time required for participation.
4. Ability to share ideas while respecting the views of others.
5. Ability to probe proposals assertively, knowledgeably and purposefully.
6. Ability to analyze proposals clearly and critically.
7. Demonstrated ability to communicate ideas clearly.
8. Understand fundamental and strategic needs of the region.
9. Participate constructively in discussions.
10. Prior experience serving on a service or agency board is considered helpful but not required.

Responsibilities:

1. Act in the best interests of the region's residents.
2. Work to engage community participation Region-wide.
3. Attend all RPC Meetings.
4. Prepare for RPC meetings including review of meeting materials and documents.
5. Attend workshops, board training and any other special meetings scheduled.
6. Promote the mission and goals of First Things First.
7. Oversee the development of the Regional Needs and Assets Assessment.
8. Develop a regional expenditure plan.
9. Identify or develop programs for funding and service delivery to achieve outcomes established by the Board.
10. Conduct meetings and business according to the Board policies established by the Board, including but not limited to operating under the requirements of Arizona's Open Meeting Law.

Resources:

1. RPC training and technical assistance as needed.
2. Mileage and per diem reimbursement for out of town meetings and trainings.
3. Regional Coordinator and support staff to facilitate coordinate and support all aspects of the work of the RPC.

Minimum Time Commitment:

1. A two year or four year term.
2. Up to six to eight hours of work per month, year round, including two to three hours of preparation and meeting time per Board meeting. Additional time may be needed for Committee meetings as determined by the RPC.
3. One or two day initial orientation.